



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 3/2/76		Georgia Bureau of Investigation State Crime Laboratory 959 E. Confederate Ave., S. E. Atlanta, Georgia 30316	Application Number 76-72	
Application Number			Date Received MAR 5 1976	Date Completed MAR 15 1976
2. Person to Contact Phil Hancock		Working Title Supervisor of Implied Consent	Telephone Number 656-6050	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1971 Present		5. Records Series Title (followed by title used in office; if different) Implied Consent Section Supervisor's Subject Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Crime Laboratory furnishes crime laboratory service which provides scientific analyses of evidence submitted by Peace Officers, reports of results suitable for use as evidence in criminal proceedings, and maintenance of records of investigations by all medical examiners in the state. The Implied Consent section in particular coordinates with local officials in the purchase of intoximeter machines and the training of the operators of these machines.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>The Administration of the Implied Consent Section of the State Crime Laboratory.</u> Included are: Correspondence; reports relating to the administration of the Implied Consent, particularly coordinating with local officials the selection and purchase of equipment and the operation of the Intoximeter Basic Training School. File is arranged: Chronologically by year of document.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>24</u> ; Seven to twelve months old <u>24</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>Never?</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/10</u> or legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Proper administration of the Implied Consent Section makes it necessary that the Supervisor be able to refer to actions of the past 2 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy. from office.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
B. Tucker	3/4/76	John D. Powell	3/3/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-11-76
		Secretary of State/Designee	3-10-76
		Attorney General/Designee	3-12-76